



ADMINISTRATIVE OFFICE OF THE COURTS

MARYLAND JUDICIAL CENTER
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State Court Administrator
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Questions/Responses No. 2 to the Request for Proposals (RFP) K16-0053-25 Home Security Assessments

Ladies and Gentlemen:

The following questions for the above referenced RFP were received by e-mail and are answered and posted for all prospective Offerors. The statements and interpretations contained in the following responses to questions are not binding on the Maryland Judiciary unless the RFP is expressly amended. Nothing in the Maryland Judiciary's response to these questions is to be construed as agreement to or acceptance by the Maryland Judiciary of any statement or interpretation on the part of the Offeror asking the question.

8. Question: We have a secure cloud and mobile app based assessment technology that has been designated as a qualified anti-terrorism technology by the U.S Department of Homeland Security. The system generates a formal report for printing and/or downloading but also allows for the sorting of information and creation of custom reports.

Would this be considered as a potential solution to assist in the completion, submission, and management of the assessments?

Response: No, we will not accept any reporting that utilizes a cloud system.

9. Question: While this project involves information that is clearly extremely sensitive, this contract does not appear to require access to, or handling of, information that is actually classified by the United States as "SECRET".

Absent an actual need for the handling classified information, we would respectfully request this requirement be removed.

Response: We deny the request for this requirement to be removed due to the sensitivity and nature of the work.

10. Question: What is the estimated number, or minimum number, of Home Security Assessments per year that the Maryland Judiciary will require under the contract?
Response: [We estimate 10 Assessments per year.](#)
11. Question: In Section 2.7.1, Time & Payroll Records are identified as deliverables despite the RFP/contract being billed at a fixed price pursuant to Section 1.3. My firm remits payment to its subcontractor(s) respective of a fixed price per assessment as well. Since this is a fixed price per security assessment contract, which excludes invoicing billable hours, creating and maintaining time and payroll records serves no valid business purpose on my firm's part. The additional administrative time to create and process time records will only serve to increase the price per assessment in our Financial Proposal. If the AOC requires these records for other, non-billing purposes, my firm will of course comply with this requirement. However, we just wanted to be certain that this requirement was not inadvertently made a part of this RFP.
Response: [Section 2.7.1 has been deleted. Please see Amendment #1.](#)
12. Question: My firm was awarded the initial Home Security Assessment contract in 2012 under RFP NO. K12-0068-25Y. In that RFP, Section 2.9 Invoicing delineated instructions as to the minimum information required on each invoice for the AOC to authorize payment. This section also included a time increment as to when the AOC should be invoiced. Can you advise what the invoicing process is for this current RFP?
Response: [Invoicing is addressed in Attachment A, Section 3.2](#)
13. Question: Section 2.8.2 does not refer to photographs. However photographs are an integral part of our assessment reporting format. In the prior RFP, photographs were omitted from the draft copies of assessment reports submitted to the AOC. This process was implemented by the contract manager to assuage concerns from some of the judges relative to having photographs of their residences on file. Under this RFP, does the AOC want the photographs included in their draft copy of each assessment report?
Response: [No photographs should be included in the draft report.](#)
14. Question: Section 2.8.3 calls for copies of the assessment reports to be submitted in both PDF and Word format. On the prior contract, my firm originally sent the assessment report drafts in Word format and, at the contract manager's instructions changed the submission of draft reports to PDF as the Word formatting would change the document format structure, sometimes very significantly, on every report when opened up in different computers and different versions of Word. Using the PDF format prevented these changes from occurring. Also, the use of PDF formatting will significantly reduce the possibility that inadvertent or intentional changes can be made to our assessment report submissions. Will the AOC consider exclusively using the PDF format for this contract?
Response: [All drafts are to be submitted in PDF format only. Please see Amendment #1.](#)
15. Question: Section 3.5.3 states the requirements for travel expense reimbursement over 50 miles and in accordance with the AOC's per diem rate. This seems at odds

with the fixed price constraint reflected in section 1.3, as well as the previous statement in Section 3.5.3 which states that the Contractor will not be reimbursed for travel expenses. Can you clarify?

[Response: Section 3.5.3 has been deleted. Please see Amendment #1.](#)

Issued by: Whitney Williams
Procurement Officer
February 17, 2016